

GOVERNOR'S OFFICE of CRIME CONTROL & PREVENTION
The State Aid for Police Protection Fund Program (SAPP)
Application Guidance Kit



Hard Copy Submission Deadline: September 27, 2012 (by 3pm)

Governor's Office of Crime Control & Prevention
300 East Joppa Road, Suite 1105
Baltimore, MD 21286-3016
(410) 821-2828

Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor
Kristen Mahoney, GOCCP Executive Director

ELIGIBILITY

This is a continuing grant, intended for and to be used exclusively to provide adequate police protection in subdivisions and qualifying municipalities of Maryland. Costs are shared between the State and its municipalities on an equitable basis, within certain limits related to population factors.

IMPORTANT NOTE

You must use GOCCP's online software to generate your hardcopy application. From the GOCCP homepage (<http://www.goccp.maryland.gov/>), look for the section entitled "Notices of Funding Availability" and click on the "State Aid for Police Protection Fund" heading. From there, follow the instructions to download SAPP grant applications guidance kit and see section IV for further details.

The original signed hardcopy grant application and required additional forms must arrive at GOCCP by no later than 3pm on September 27, 2012.

GETTING STARTED

Thank you for your interest in **The State Aid for Police Protection Fund (SAPP)** administered by the **Governor's Office of Crime Control & Prevention (GOCCP)**. SAPP funding is used exclusively to provide police protection in the subdivisions and qualifying municipalities in this State.

I hope our office becomes a more valuable resource for your organization as we strive to deliver our services in a customer friendly fashion. If you need application assistance, please contact Angela Carpintieri at Acarpintieri@goccp.state.md.us or 410-821-2847 or Abayomi Olobatuyi AObolatuyi@goccp.state.md.us or 410-821-2875.

GOCCP's success is measured by our sub-recipient's success. It is critical that we hear from you, our customers. To share your ideas of how GOCCP can serve you better, email us at [info@goccp-state-md.org](mailto:info@goccp.state-md.org).

Sincerely,

A handwritten signature in blue ink that reads "Edward Parker". The signature is fluid and cursive, with the first name "Edward" and last name "Parker" clearly distinguishable.

Edward Parker
Interim Executive Director
Governor's Office of Crime Control & Prevention

Governor's Office of Crime Control & Prevention Mission:

GOCCP exists to educate, connect, and empower Maryland citizens and public safety entities through innovative funding and results-oriented customer service that seeks, supports, and promotes best practices for the safety of Maryland's communities.

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Notice to All Applicants:

The information collected on the grant application form is collected for the purposes of the Governor's Office of Crime Control & Prevention's (GOCCP) function under Executive Order 01.01.2005.36. Failure to provide all of this information may result in the denial of your application for funding. GOCCP is a government entity; upon submission, this application is considered public information. GOCCP does not sell collected grant information. Under the Maryland Public Information Act (PIA) (MD State Government Code Ann. 10-617 (h)(5)), you may request in writing to review grant award documentation. Please send those requests to GOCCP, 300 E. Joppa Rd., Suite 1105, Baltimore, MD 21286-3016.

I. BACKGROUND

The State Aid for Police Protection (SAPP) program is a continuing grant intended for and to be used exclusively to provide adequate police protection in the subdivisions and municipalities of this State.

II. ELIGIBILITY

To qualify for grant funds through this program, subdivisions/municipalities must (1) be incorporated, (2) have annual expenditures for police protection in excess of \$5,000, (3) employ at least one qualified full-time officer as determined by the Executive Director, or (4) have expenditures for police protection as defined that exceed \$80,000 and employ at least 2 qualified part-time police officers.

III. FUNDING GUIDELINES

GOCCP is making funding available to be used by local law enforcement agencies to provide adequate police protection in the subdivisions and municipalities of this State. Costs are shared between the State and its municipalities on an equitable basis, within certain limits related to population factors.

IV. APPLICATION REQUIREMENTS

Please follow the instructions below to submit the FY14 applications and the required forms.

- a) The SAPP FY14 grant applications already exist in the online system, therefore, you do not need to create a new application online. However, you are required to log into the online system using your **Organizational Number** to access the application and printout a hard copy. If you need instructions on downloading and accessing the system, please download the guide that is located at the bottom of the screen on our website at <http://www.goccp.maryland.gov/grants/apply.php> and follow the instructions provided therein. If you need further assistance downloading the application software, please call 410-821-2828 and ask to speak with an IT Specialist.
- b) Using the web-link located below titled "SAPP Spreadsheet" download the Excel document that contains Article 41 instructions and the required forms. These forms must be completed, signed and attached to the hard copy grant application. Form 1 and audit reports are not due at this time; however, if changes should occur as we move forward you will be notified of the due date by the GOCCP Regional Monitor that is assigned to your jurisdiction.

[**SAPP Spreadsheet**](#)

V. LENGTH OF AWARDS

This grant is for a one-year period that starts July 1, 2013 and ends June 30, 2014. No matching funds are required for this program.

VI. APPLICATION SUBMISSION PROCESS

A. BUDGET

The budget section does not need to be completed. GOCCP fiscal staff will enter the budget data. Please leave this section blank.

B. GENERATING HARDCOPY APPLICATION

In order to use the GOCCP application software, you must have an Organization Number. The last day to apply for an organization number is September 20, 2012.

- If you are able to apply directly for funding, use your GOCCP Organization Number.
- Otherwise, if you are required to pass grant applications through your Executive Office, Mayor's Office, or Board of Commissioners, etc., then you will apply using their GOCCP Organization Number.

After opening the GOCCP Application Software, enter your organizational ID number. Click on the print button and select the application titled 'SP' with the start date of 7/1/2013 and click the 'OK' button. The print screen will open up. Confirm that the 'Print All Forms' radio button is selected and click the 'OK' button located at the top of the screen to printout the entire grant application.

Applications must be printed from the online software application and bear original signatures in [blue ink](#) for the certified Assurances and anti-lobbying documents. All applications and required forms must be signed by the appropriate agency authorized official. The original signed hard copy grant application and required forms must arrive no later than 3pm on September 27, 2012.

C. SIGNATURE PAGES

The Certified Assurances and Federal Anti-Lobbying Certification must be signed by the appropriate agency representative and included with the application hardcopies. **Both forms may only be signed by the Applicant Agency's Authorized Official or their duly assigned alternate signatory.**

In order for an alternate signatory to be valid, GOCCP must receive a signed, written notification from the applicant agency's Authorized official (on agency letterhead) stating that an alternate signatory has been designated.

VII. POINT OF CONTACT

Angela Carpintieri, Program Manager
Governor's Office of Crime Control & Prevention
300 E. Joppa Road, Suite 1105
Towson, MD 21286-3016
Office: 410-821-2847
ACarpintieri@goccp.state.md.us

Or contact your regional program monitor. To find your monitor go to our homepage www.goccp.maryland.gov and click on the "Find your regional GOCCP Monitor" link.



Find your regional GOCCP Monitor